



## Cultural Funding Program (CFP) FY 2018

### List of Required Attachments

- All applicants must submit the appropriate attachments per funding category.
- Failure to submit the required attachments by the application deadline will result in an incomplete application and will not be considered for funding.
- Attachments will not be accepted via email.
- The size requirements for attachments are as follows:
  - Image – 20 MB max
  - Audio – 10 MB max
  - Video – 250 MB max
  - Documents – 250 MB max

### Operating Support (OSP) and Program Support (PSP) Programs:

- A copy of the organization's Internal Revenue Service Letter of determination
- Charter, articles of incorporation, and by-laws
- Organizational Chart
- Board Roster with contact information and brief biographies
- List of Board Meeting Dates
- Recent copy of IRS 990 or 990 EZ
- Proof of Active Status from the Texas Comptroller's Office
- 2 letters of support
- 1 Work sample – audio/visual no more than 90 seconds, PowerPoint (no more than 15 slides).
- **PSP Exception:**
  - If the applicant organization does not qualify as a 501(c) (3) organization, the organization may apply under the umbrella of a fiscal sponsor. The organization should apply under the name of the fiscal sponsor and provide the required documents listed above.
  - A fiscal sponsor may only apply on behalf of two unincorporated organizations per funding cycle.

**For Previous Award Recipients Only** - Copies of letters sent to your City Representatives and State Representatives for your district, as required by MCAD.

### Community Arts Program (CAP)

#### Individual and Organizational Applicants:

- Upload four work samples that best represent your most recent work or workshops (within the last two years) and submit them as hi-resolution jpegs of at least 300 dpi or audio/visual files, no longer than 90 seconds
- Letter of Support from Community Member who can speak to the quality of your work
- One-page detailed CAP project description to include
  - Workshop description including theme, medium, process
  - Cost per workshop
  - Length of time for 1 workshop
  - Space Requirements
  - Age Appropriateness (i.e. 5-10 years old, high school age)



#### CAP Organizational Applicants:

All organizational applicants should submit the required attachments listed above for OSP and PSP. Failure to submit these documents for CAP will result in an incomplete application. Incomplete applications will not be considered for funding.

#### Artist Incubator Program (AIP)

- One page Artist Statement
- Visual/Performing Artists:
  - Upload four work samples that best represent your most recent work (created within the last two years) and submit them as hi-resolution jpegs of at least 300 dpi or audio/visual files, no longer than 90 seconds
- Literary Applicants
  - Upload up to four writing samples (10 pages maximum) that best represent your most recent work (created within the last two years) and submit in the pdf format.
- Applicants must include a document that lists the name, title, medium, date of each work sample.
- One Letter of support from Community Member who can speak to the quality of your work or letter of commitment from a project partner.

If you have any questions related to the application or encounter technical difficulties while applying contact:

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Email: [munozra@elpasotexas.gov](mailto:munozra@elpasotexas.gov)